



# IOWAccess Advisory Council

## IOWAccess Revolving Fund Project Application

Proposing agencies should complete and submit Parts I, II and III to request Design approval, then complete and submit Parts IV and V to request Implementation approval.

### Part I - Project Information

<b>Date:</b>	April 23, 2010
<b>Agency Name:</b>	College Student Aid Commission (Iowa College Aid)
<b>Project Name:</b>	Consolidated Admin Applications & Databases and Enhancements
<b>Agency Manager:</b>	Julie Ntem, CSAC Project Manager Julie Leeper (Presenter)
<b>Agency Manager Phone Number / E-Mail:</b>	(515) 725-3462
<b>Executive Sponsor (Agency Director or Designee):</b>	Karen Misjak
<b>Initial Total for Design:</b>	\$ 189,231
<b>Initial Total for Implementation:</b>	\$ 322,204
<b>Initial Total for all Phases of Project, if Multi-Phased:</b>	\$ 541,435
<b>Project Timeline: (estimate start and end dates for project spending)</b>	Design Start Date: May 1, 2010 Design End Date: August 2010 Implementation Start Date: August 2010 Implementation End Date: July 2011
<b>Revised Total for Design and Implementation:</b>	\$
<b>Revised Total for all Phases of Project, if Multi-Phased:</b>	\$

## Part II - Project Overview

**A. Project Summary:** Describe the nature and use of the proposed project, including what is to be accomplished, how it will be accomplished, and what the costs and benefits will be.

### Response:

To continue plans to improve service for students, high school administrators, colleges, and universities, Iowa College Aid's **Consolidated Admin Applications & Databases and Enhancements project** includes the creation of an administrative web application that consolidates the current 9 plus administrative applications into one, easy to use, dynamic application for use by high school and college administrators. The consolidation of databases address the issues of data duplication and consistency by removing nearly all student data from the existing 9 Iowa College Aid systems and storing it in a single, centralized location.

Enhancements to the "Iowa Financial Aid Wizard and Application" that rely on consolidated student data, such as the renewal aid application capability and early aid estimator, will be added to provide better service and capabilities for students. The new early financial aid estimation enhancement allows students and their families to estimate financial aid that might be available to assist them in financing a college education.

This funding request is for the "Planning Phase" of the Iowa College Aid Consolidated Admin Applications & Databases and Enhancements project. The Planning Phase of this project will produce detailed business requirements and use cases, Screen mock-ups, detailed technical designs, detailed data model, data mappings and an estimate for the execution and implementation of this project

Anticipated cost-saving areas:

- High school, college, and university administrators' time savings due to one administrative application versus 9.
- Students' time savings to complete renewal applications with pre-populated fields versus entering all required information.

Expected Results in this Project

- Improve service for students, high school administrators, colleges, and universities
- Improve reporting capabilities to students, college and university administrators, and elected officials
- Replace legacy system with updated, more current server, code (.net), and security technology
- Improve efficiencies at Iowa high schools, colleges, and universities, for example; by reduced duplication of entry of the same information and elimination of duplicate and inconsistent student information.

**B. Strategic Plan:** How does the proposed project fit into the strategic plan of the requesting agency?**Response:**

This project is critical to the Iowa College Aid's goal of improving service for students, high school administrators, colleges, and universities.

- Although the funding application process for students has been enhanced, additional components will be added to the "Iowa Financial Aid Wizard and Application" that are vital to further improving and completing the student application process.
- Student data needs to be gathered into one area. This will allow data to be reported back to students, counselors, aid administrators, and other parties of interest. This will also give students a comprehensive view and measurement of their progress in the "I Have A Plan Iowa" web portal tools, such as high school, college, and career planning.
- The new early financial aid estimation enhancement allows students and their families to estimate financial aid that might be available to assist them in financing a college education. This capability is critical to improving the goal and attitude of college affordability by the public.
- Other enhancements that rely on consolidated student data, such as the renewal aid application capability, will provide better service and capabilities for students.

The "I Have A Plan Iowa" web portal gathers individual student data through several tools that are incorporated into the portal. This project builds on the foundation for future projects of the web portal, which will bring new services and tools that also collect student data.

Having student data that currently exists in multiple locations consolidated into a single source removes an obstacle to providing these future services, such as the planned financial literacy education.

**C. Current Technology:** Provide a summary of the technology used by the current system. How does the proposed project impact the agency's technological direction? Are programming elements consistent with a Service Oriented Architecture (SOA) approach? Are programming elements consistent with existing enterprise standards?**Response:**

- This project replaces 9 applications written in the older ASP technology with a single .NET application. The current applications have been coded in ASP, C++, VBScript, JavaScript and html using IIS 6.0 Secured Socket Layer (SSL/HTTPS) connected to a SQL database. The new application will be written in .NET and the consolidated database will use Microsoft SQL Server. More importantly, the new system will make developing web services around the Iowa College Aid enterprise much easier. Doing so will also allow Iowa College Aid to integrate with key partners like the Dept of Education, Workforce Development and Economic Development.
- This project also includes the creation of a consolidated database to squarely address the issues of data duplication and consistency by removing nearly all student data from the existing 9 Iowa College Aid systems and storing it in a single, centralized location.
  - This project guarantees data integrity, security and consistency throughout all the Iowa College Aid systems by storing the student's data in a single location. It prevents data for the same student in two or more Iowa College Aid programs from being out of sync and provides a single, authoritative source for student data.
- Technological Direction Impact - Iowa College Aid's direction is to increase Iowa College Aid application maintainability while improving citizen access. This project accomplishes both the objectives.
  - Improves efficiency through the use of technology to better serve Iowa College Aid customers
  - SOA Consistency - The programming elements are consistent with existing enterprise standards.

- SOA Approach - The development of the new system is planned to be consistent with and use an SOA strategy.
- Improved maintainability of the software
- Strong platform and foundation for the next projects and future enhancements

## D. Statutory or Other Requirements

**1. Is this project or expenditure necessary for compliance with a Federal law, rule, or order?**

- YES (If "Yes", cite the specific Federal law, rule or order, with a short explanation of how this project is impacted by it.)

**Response:** No

**2. Is this project or expenditure required by state law, rule or order?**

- YES (If "YES", cite the specific state law, rule or order, with a short explanation of how this project is impacted by it.)

**Response:** No, however, all Iowa colleges and universities whose students receive state funded financial aid administered by Iowa College Aid must report disbursements and changes in eligibility electronically through each corresponding reporting web application. These requirements are described in Iowa administrative rule for programs administered by Iowa College Aid.

**3. Does this project or expenditure meet a health, safety or security requirement?**

- YES (If "YES", explain.)

**Response:** No

**4. Is this project or expenditure necessary for compliance with an enterprise technology standard?**

- YES (If "YES", cite the specific standard.)

**Response:** No

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**[This section to be scored by application evaluator.]**

**Requirements/Compliance Evaluation (15 Points Maximum)**

If the answer to these criteria is "no," the point value is zero (0). Depending upon how directly a qualifying project or expenditure may relate to a particular requirement (federal mandate, state mandate, health-safety-security issue, or compliance with an enterprise technology standard), or satisfies more than one requirement (e.g. it is mandated by state and federal law and fulfills a health and safety mandate), 1-15 points awarded.



## E. Impact on Iowa's Citizens

**1. Project Participants** - List the project participants (i.e. single agency, multiple agencies, State government enterprise, citizens, associations, or businesses, other levels of government, etc.) and provide commentary concerning the nature of participant involvement. Be sure to specify who and how many **direct** users the system will impact. Also specify whether the system will be of use to other interested parties: who they may be, how many people are estimated, and how they will use the system.

**Response:**

- Approximately 140,000 students and their families who apply for financial aid annually
- Approximately 510 Iowa high school administrators and Trio coordinators
- Nearly 90 Iowa colleges and universities with approximately 200 total administrators accessing the system
- Elected officials
- College Student Aid Commission

**2. Service Improvements** - Summarize the extent to which the project or expenditure improves service to Iowa citizens or within State government. Included would be such items as improving the quality of life, reducing the government hassle factor, providing enhanced services, improving work processes, etc.

**Response:**

- Students and their families:
  - A consolidated administrative web application will consolidate an individual's student information which is now contained in 9 different applications.
  - Provide greater convenience to students by providing pre-populated renewal financial aid applications.
  - Provide Iowa students with one simple tool to report updated information to Iowa College Aid.
- Iowa high school, college, and university administrators:
  - High school, college, and university administrators will be able to view information about the students, student award and report awards to Iowa College Aid in one web application.
  - The functionality provided by this web application will enhance productivity at high schools, colleges, and universities ensuring better service and information to students and families.
  - This consolidated application will also reduce duplicate entry of the same information and rework and eliminates duplicate and inconsistent student information.
  - Provide high school counselors, and college and university aid administrators with one simple tool to report updated information to Iowa College Aid.
  - Improve administrative application security at Iowa high schools, colleges, and universities.
- College Student Aid Commission:
  - The implementation of this application will allow Iowa College Aid to provide enhanced services to students and their families applying for funds as well as high schools, colleges, and universities receiving and reporting the funds.
  - The time saving will allow Iowa College Aid to improve processes for managing funds received by colleges and universities; improve customer service for student applicants, colleges and universities, and provide quicker turnaround.
  - Help enhance government services by setting the stage to incorporate future tools for Iowans such as, financial literacy and default prevention.

**3. Citizen Impact** – Summarize how the project leads to a more informed citizenry, facilitates accountability, and encourages participatory democracy. If this is an extension of another project, what has been the adoption rate of Iowa’s citizens or government employees with the preceding project?

**Response:**

- Students and their families:
  - The early financial aid estimation component will help with the goal of improving the attitude of Iowa youth toward being able to afford and attend college. This will help encourage youth to apply themselves more in high school and will increase the number of college attendees.
  - Improve student and family views of college access and affordability by adding an early financial aid estimation component.
  - Provide refined eligibility information for students going through the state financial aid process by eliminating programs in which the applicant will not qualify.
- Iowa high school, college, and university administrators:
  - Provide necessary means for high school, college, and university administrators to report state aid recipients, and will also increase accuracy of student information.
  - Increase efficiency in data collection and communication, and streamline information sharing among Iowa students, colleges and universities, and Iowa College Aid.
- Elected officials:
  - Allow Iowa College Aid to provide more information to elected officials so they can make better decisions about the state student financial aid programs.

**4. Public Health and/or Safety** – Explain requirements or impact on the health and safety of the public.

**Response:** None

**[This section to be scored by application evaluator.]**

**Impact Evaluation (15 Points Maximum)**

- Minimally directly impacts Iowa citizens (0-5 points).
- Moderately directly impacts Iowa citizens (6-10 points).
- Significantly directly impacts Iowa citizens (11-15 points).

**[This section to be scored by application evaluator.]**

**Customer Service Evaluation (10 Points Maximum)**

- Minimally improves customer service (0-3 points).
- Moderately improves customer service (4-6 points).
- Significantly improves customer service (7-10 points).

## F. Scope

**1. Is this project the first part of a future, larger project?**

- YES (If "YES", explain.)     NO, it is a stand-alone project

**Response:** No, This is a stand-alone project

**2. Is this project a continuation of a previously begun project?**

- YES (If "YES", explain.)

**Response:** Although this is a stand-alone project, this project builds on the foundation established in two previous projects:

- In 2009 the College Student Aid Commission implemented the “I Have A Plan Iowa” web portal, providing a one-stop shop for career exploration, high school and college planning, financial aid resources, and Iowa employment opportunities for Iowa citizens in every stage of their lives.
- In January 2010, the web based “Iowa Financial Aid Wizard and Application” was developed and incorporated into the “I Have A Plan Iowa” web portal to increase access and improve the process of finding and applying for financial aid for students and families of Iowa.
- To continue plans to improve service for students, high school administrators, colleges, and universities, this project creates an administrative web application that consolidates the current 9 plus administration applications into one, easy to use, dynamic application, with one consistent source of data.

**[This section to be scored by application evaluator.]**

**Scope Evaluation (10 Points Maximum)**

- This is the first year of a multi-year project / expenditure or project / expenditure duration is one year (0-5 points)
- The project / expenditure is of a multi-year nature and each annual component produces a definable and stand-alone outcome, result or product (2-8 points).
- This is beyond the first year of a multi-year project / expenditure (6-10 points)

The last part of this criteria involves rating the extent to which a project or expenditure is at an advanced stage of implementation and termination of the project / expenditure would waste previously invested resources.

## G. Source of Funds

On a fiscal year basis, how much of the total project cost (\$ amount and %) would be absorbed by your agency from non-Pooled Technology/IOWAccess funds? If desired, provide additional comment / response below.

**Response:**

- Iowa College Aid will provide business subject matter experts to assist in business analysis, requirements determination, design, and testing. Technical personnel will assist with database development and code deployment.
- Project costs so far for the "I Have A Plan Iowa" web portal are \$1,520,500. IOWAccess has funded \$536,000. Iowa College Aid has provided \$984,000, with \$360,000 of that going towards the web portal efforts and \$624,000 from other grant sources toward vendor costs.

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**[This section to be scored by application evaluator.]**

**Funds Evaluation (5 Points Maximum)**

- 0% (0 points)
- 1%-12% (1 point)
- 13%-25% (2 points)
- 25%-38% (3 points)
- 39%-50% (4 points)
- Over 50% (5 points)



## Part III – Design Proposal

### Amount of Design Funding Requested: \$

#### A. Process Reengineering

1. Provide a *pre-project or pre-expenditure* (before implementation) description of the impacted system or process. Be sure to include the procedures used to administer the impacted system or process and how citizens interact with the current system.

##### Response:

- Iowa College Aid works with financial aid administrators at nearly 60 Iowa colleges and universities and counselors at all high schools in Iowa and processes nearly 140,000 college aid applications each year. Currently, high school and college administrators often have to go into multiple systems to report aid for one individual. These administrators provide complete and accurate award information to students and their families. They also must provide individual student information to Iowa College Aid.
- Although the application process for students has been enhanced, vital components in the “Iowa Financial Aid Wizard and Application” are still needed to enhance and complete the student application process. Since the student data is housed in several databases, further enhancements to allow accurate data to be reported back to students, counselors, aid administrators, and other parties of interest is not possible.

2. Provide a *post-project or post-expenditure* (after implementation) description of the impacted system or process. Be sure to include the procedures used to administer the impacted system or process and how citizens will interact with the proposed system. In particular, note if the project or expenditure makes use of information technology in reengineering traditional government processes.

##### Response:

- This project includes the creation of an administrative web application that consolidates the current 9 plus administration applications into one, easy to use, dynamic application, with one consistent source of data. One admin web application will save high school and college administrators time as well as reduce risk for error when they are working on their student aid recipient records in one application rather than nine applications.
- Additional critical enhancements to the “Iowa Financial Aid Wizard and Application” include:
  - The early financial aid estimation enhancement will allow students and their families to estimate financial aid that might be available to assist them in financing a college education. This capability is critical to improving the goal and attitude of college affordability by the public.
  - Since this is the first year for the online aid application, we have not needed to address students reapplying for a program. Currently, there is no functionality built to identify or adapt the application to a returning student.
  - Refining eligibility criteria will eliminate programs in which an applicant will not qualify. Example: A second year student will not be walked through the application process for an aid program that is only for first year students.
  - Having data in multiple locations makes keeping the data very difficult to keep up-to-date. Will also allow for students to easily communicate updates – important as with some programs Iowa College Aid is required to follow up with students and need up-to-date contact information.

- New reporting functionality through the web application will enhance productivity at high schools, colleges, and universities ensuring better service and information to students and families.
- Information technology used to reengineer processes:
  - A web-based administrative application is the best solution to provide timely information about the state financial aid programs.
  - A consolidated database is the best solution to squarely address the issues of data duplication and consistency by removing nearly all student data from the existing 9 Iowa College Aid systems and storing it in a single, centralized location.
    1. This project guarantees data integrity and consistency throughout all the Iowa College Aid systems by storing the student's data in a single location. It prevents data for the same student in two or more Iowa College Aid programs from being out of sync and provides a single, authoritative source for student data.
  - This project replaces 9 applications written in the older ASP technology with a single .NET application. The current applications have been coded in ASP, C++, VBScript, JavaScript and html using IIS 6.0 Secured Socket Layer (SSL/HTTPS) connected to a SQL database. The new application will be written in .NET and the consolidated database will use Microsoft SQL Server. More importantly, the new system will make developing web services around the Iowa College Aid enterprise much easier. Doing so will also allow Iowa College Aid to integrate with key partners like the Dept of Education, Workforce Development and Economic Development.

**[This section to be scored by application evaluator.]**

**Reengineering Evaluation (10 Points Maximum)**

- Minimal use of information technology to reengineer government processes (0-3 points).
- Moderate use of information technology to reengineer government processes (4-6 points).
- Significant use of information technology to reengineer government processes (7-10).



## B. Timeline

Provide a projected timeline for the Design phase of the project. Include such items as **start date, projected end date**, planning, and database design. Also include the parties responsible for each item.

Scope Analysis:	Completed
Proposed Planning/Design	May 2010 - August 2010
Proposed Execution:	
Release 1	August 2010 – October 2010
Release 2	August 2010 – December 2010
Release 3	January 2011 – April 2011
Release 4	April 2011 – June 2011

[This section to be scored by application evaluator.]

**Design Timeline Evaluation (10 Points Maximum)**

- The timeline contains several problem areas (0-3 points).
- The timeline seems reasonable with few problem areas (4-6 points).
- The timeline seems reasonable with no problem areas (7-10).



### C. Spending Plan

Explain how the funds will be allocated.

Business Process Flow & Requirements	Hours	
Process flows and requirements	540	
System and Data mapping & modeling	45	
Development support & testing	360	
<b>Technical items</b>		
Design, develop, reviews, testing, implementation	2660	
Migration Data Mapping, implementation and verification	0	CSAC resource
CSAC developer coding contributions	-600	CSAC resource
<b>Administrative</b>		
Project Manager, Architect, Team Meetings, CSAC support, etc.	1110	
<b>Planning &amp; Execution Total w/o risk factor</b>	<b>4115</b>	<b>\$464,941</b>
<b>Planning &amp; Execution Total with 10% risk factor</b>	<b>4526</b>	<b>\$511,435</b>

TOTAL PROJECT	Hours	Cost
Scope Analysis	265	\$30,000
Planning/ Design Portion	1675	\$189,231
Execution Portion	2851	\$322,204
<b>TOTAL PROJECT ESTIMATE</b>	<b>4791</b>	<b>\$541,435</b>

### D. Tangible and/or Intangible Benefits

Respond to the following and transfer data to the Design Financial Benefit Worksheet, # 5 below and the Implementation Financial Benefit Worksheet, # IV E3, as necessary:

1. **One Year Pre-Project Cost** - This section should be completed only if state government operations costs are expected to be reduced as a result of project implementation.

Quantify actual state government direct and indirect costs (personnel, support, equipment, etc.) associated with the activity, system or process prior to project implementation.

**Describe One Year Pre-Project Cost:**

**Quantify One Year Pre-Project Cost:**

	State Total
<b>FTE Cost(salary plus benefits):</b>	\$0
<b>Support Cost (i.e. office supplies, telephone, pagers, travel, etc.):</b>	\$0
<b>Other Cost (expense items other than FTEs &amp; support costs, i.e. indirect costs if applicable, etc.):</b>	\$0
<b>Total One Year Pre-Project Cost:</b>	<b>\$0</b>

**2. One Year Post-Project Cost** - This section should be completed only if state government operations costs are expected to be reduced as a result of project implementation.

**Quantify actual state government direct and indirect costs** (personnel, support, equipment, etc.) associated with the activity, system or process after project implementation.

**Describe One Year Post-Project Cost:**

**Quantify One Year Post-Project Cost:**

	State Total
<b>FTE Cost(salary plus benefits):</b>	\$
<b>Support Cost (i.e. office supplies, telephone, pagers, travel, etc.):</b>	\$
<b>Other Cost (expense items other than FTEs &amp; support costs, i.e. indirect costs if applicable, etc.):</b>	\$
<b>Total One Year Post-Project Cost:</b>	<b>\$</b>

**3. One Year Citizen Benefit** - Quantify the estimated one year value of the project to Iowa citizens. This includes the "hard cost" value of avoiding expenses ("hidden taxes") related to conducting business with State government. These expenses may be of a personal or business nature. They could be related to transportation, the time expended on the manual processing of governmental paperwork such as licenses or applications, taking time off work, mailing, or other similar expenses. As a "rule of thumb," use a value of \$10 per hour for citizen time.

**Describe savings justification:**

- The new system will allow colleges, universities, and high schools to improve their processes for managing the information and funding they receive from Iowa College Aid.
- The project will combine multiple processing and information systems into one.
- The enhancements to the Iowa Financial Aid Application will decrease the application time for a student through skip and pre-fill logic.
- Savings from reduction in hours currently spent:

- Administering programs in multiple systems; combining multiple administrative systems into one consistent administrative system will alleviate user-specific knowledge on each specific system and its functionality,
- Providing assistance to users in navigating multiple systems,
- Resolving data issues resulting from the use of multiple systems,
- Researching correct contact information amongst contact information records currently exists in multiple systems (records may not coincide),
- Resending correspondence that was sent to incorrect locations based upon multiple data sources that do not coincide

<u>Transaction Savings</u>	
<b>Number of annual online transactions:</b>	<b>13,060</b>
<b>Hours saved/transaction:</b>	<b>.5</b>
<b>Number of Citizens affected:</b>	<b>140,710</b>
<b>Value of Citizen Hour</b>	<b>\$10.00</b>
<b>Total Transaction Savings:</b>	<b>\$65,300</b>
<b>Other Savings (Describe)</b>	<b>\$80,000</b>
<b>Total One Year Citizen Benefit :</b>	<b>\$145,300</b>

**4. Opportunity Value/Risk or Loss Avoidance** - Quantify the estimated one year non-operations benefit to State government. This could include such items as qualifying for additional matching funds, avoiding the loss of matching funds, avoiding program penalties/sanctions or interest charges, avoiding risks to health/security/safety, avoiding the consequences of not complying with State or Federal laws, providing enhanced services, avoiding the consequences of not complying with enterprise technology standards, etc

**Response:**

- The enhanced system will reduce the amount of time required to process applications; reduce printing, mailing, and postage expenses; and decrease paperwork by the state.
- The time savings will allow Iowa College Aid to improve processes for managing funds in conjunction with colleges and universities; improve customer service for student applicants, colleges, universities, high school administrators, and trio coordinators; and provide quicker turnaround than the current system.
- The early financial aid estimation tool will provide early financial aid estimates to Iowa middle and high school students to assist in early college preparation and planning.

**5. Design Financial Benefit Worksheet**

<b>A. Total One Year Pre-Project cost (Section III D1):</b>	\$	
<b>B. Total One Year Post-Project cost (Section III D2):</b>	\$	
<b>C. State Government Benefit (= A-B):</b>		\$
<b>D. One Year Citizen Benefit (Section III D3):</b>		\$145,300
<b>E. Opportunity Value or Risk/Loss Avoidance Benefit (Section III D4):</b>		\$210,000
<b>F. Total Design Benefit (C+D+E)</b>	\$355,300	
<b>G. Annual Prorated Cost (From Budget Table, Section IV C):</b>	\$	
<b>Benefit / Cost Ratio: (F/G) =</b>		
<b>Return On Investment (ROI): ((F-G) / Requested Project Funds) * 100</b>		

**6. Benefits Not Readily Quantifiable** - List and summarize the overall non-quantifiable benefits (i.e., IT innovation, unique system application, utilization of new technology, hidden taxes, improving the quality of life, reducing the government hassle factor, meeting a strategic goal, etc.).

**Response:**

- All:
  - Improves service for students, high school administrators, colleges, and universities
  - Improves reporting capabilities to students, college and university administrators, and elected officials
  - Provides Iowa students, high school counselors, and college and university aid administrators with one simple tool to view award history and report updated information to Iowa College Aid.
  - Increases efficiency in data collection and communication, and streamline information sharing among Iowa students, colleges and universities, and Iowa College Aid.
  - Simplifies the financial aid application process for Iowa students, high schools, colleges, and universities
- Iowa high schools, colleges, and universities:
  - Provides high school counselors, and college and university aid administrators with one simple tool to report updated information to Iowa College Aid.
  - Enhances the productivity at high schools, colleges, and universities ensuring better service and information to students and families.
  - Provides High school, college, and university administrators the ability to view information about the students, student award and report awards to Iowa College Aid in one web application.
  - Reduces duplicate entry of the same information, reduces rework, and eliminates duplicate and inconsistent student information.
  - Improves administrative application security at Iowa high schools, colleges, and universities.
  - Enhances productivity at high schools, colleges, and universities through new reporting functionality through the web application ensuring better service and information to students and families.
  - Improves internal accountability at High schools, colleges, and universities for serving students and for managing the information and funding they receive from Iowa College Aid.
- Students and their families:
  - Provides greater convenience to students by providing pre-populated renewal financial aid applications and refined eligibility for students going through the state financial aid process.
  - Provides Iowa students with one simple tool to report updated demographic information to Iowa College Aid.
  - Improve student and family views of college access and affordability by adding an early financial aid estimation component.
- Iowa College Student Aid:
  - Allows Iowa College Aid to provide enhanced services to students and their families applying for funds as well as high schools, colleges, and universities receiving and reporting the funds.
  - The time saving will allow Iowa College Aid to improve processes for managing funds received by colleges and universities; improve customer service for student applicants, colleges and universities, and provide quicker turnaround.
- Technologies:
  - Utilization of new technologies
  - Replaces outdated systems

- Enhances government services by setting the stage to incorporate future tools for lowans such as, financial literacy and default prevention.
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**[This section to be scored by application evaluator.]**

**Design Financial Evaluation (15 Points Maximum)**

- The financial analysis contains several questionable entries and provides minimal financial benefit to citizens (0-5 points).
- The financial analysis seems reasonable with few questionable entries and provides a moderate financial benefit to citizens (6-10 points).
- The financial analysis seems reasonable with no problem areas and provides maximum financial benefit to citizens (11-15).



## Part IV – Implementation Funding

**Amount of Implementation Funding Requested: \$**

**Amount of Hosting Requested: \$**

*Note: Projects developed by DAS-ITE allow first year of hosting charges*

### A. Timeline

Provide a projected timeline for the Implementation phase of the project. Include such items as **start date**, coding, testing, deployment, conversion, parallel installation, and **projected date of final release**. Also include the parties responsible for each item.

**Response:**

**[This section to be scored by application evaluator.]**  
**Implementation Timeline Evaluation (10 Points Maximum)**

- The timeline contains several problem areas (0-3 points).
- The timeline seems reasonable with few problem areas (4-6 points).
- The timeline seems reasonable with no problem areas (7-10).



### B. Funding Requirements

On a fiscal year basis, enter the estimated cost by funding source: Be sure to include developmental costs and ongoing costs, such as those for hosting the site, maintenance, upgrades.

	Current FY		Current FY +1		Current FY +2	
	Cost(\$)	% Total Cost	Cost(\$)	% Total Cost	Cost(\$)	% Total Cost
State General Fund	\$0	0%	\$0	0%	\$0	0%
Pooled Tech. Fund /IOWAccess Fund	\$0	0%	\$0	0%	\$0	0%
Federal Funds	\$0	0%	\$0	0%	\$0	0%
Local Gov. Funds	\$0	0%	\$0	0%	\$0	0%
Grant or Private Funds	\$0	0%	\$0	0%	\$0	0%
Other Funds (Specify)	\$0	0%	\$0	0%	\$0	0%
<b>Total Project Cost</b>	\$0	0%	\$0	0%	\$0	0%
<b>Non-Pooled Tech./Non-IOWAccess Total</b>	\$0	0%	\$0	0%	\$0	0%

[This section to be scored by application evaluator.]

**Implementation Funding Evaluation (10 Points Maximum)**

- The funding request contains questionable items (0-3 points).
- The funding request seems reasonable with few questionable items (4-6 points).
- The funding request seems reasonable with no problem areas (7-10).



**C. Project Budget Table**

It is necessary to estimate and assign a useful life figure to each cost identified in the project budget. Useful life is the amount of time that project-related equipment, products, or services are utilized before they are updated or replaced. In general, the useful life of hardware is three (3) years and the useful life of software is four (4) years. Depending upon the nature of the expense, the useful life for other project costs will vary between one (1) and four (4) years. On an exception basis, the useful life of individual project elements or the project as a whole may exceed four (4) years.

The Total Annual Prorated Cost (State Share) will be calculated based on the following equation:

$$\left[ \left( \frac{\text{Budget Amount}}{\text{Useful Life}} \right) \times \% \text{ State Share} \right] + (\text{Annual Ongoing Cost} \times \% \text{ State Share}) = \text{Annual Prorated Cost}$$

Budget Line Items	Budget Amount (1 <sup>st</sup> Year Cost)	Useful Life (Years)	% State Share	Annual Ongoing Cost (After 1 <sup>st</sup> Year)	% State Share	Annual Prorated Cost
Agency Staff	\$		%	\$	%	\$
Software	\$		%	\$	%	\$
Hardware	\$		%	\$	%	\$
Training	\$		%	\$	%	\$
Facilities	\$		%	\$	%	\$
Professional Services	\$		%	\$	%	\$
ITE Services	\$		%	\$	%	\$
Supplies, Maint., etc.	\$		%	\$	%	\$
Other	\$		%	\$	%	\$
Totals	\$		%	\$	%	\$

**D. Spending plan**

Explain how the funds will be allocated.

**E. Tangible and/or Intangible Benefits**

Respond to the following and transfer data to the Implementation Financial Benefit Worksheet, #3 below, as necessary:

1. **Opportunity Value/Risk or Loss Avoidance** – Quantify the estimated annual non-operations benefit to State government. This could include such items as qualifying for additional matching funds, avoiding the loss of matching funds, avoiding program penalties/sanctions or interest charges, avoiding risks to health/security/safety, avoiding the consequences of not complying with State or Federal laws, providing enhanced services, avoiding the consequences of not complying with enterprise technology standards, etc.

**Response:**

- 2. Benefits Not Readily Quantifiable** – List and summarize the overall non-quantifiable benefits (i.e., IT innovation, unique system application, utilization of new technology, hidden taxes, improving the quality of life, reducing the government hassle factor, meeting a strategic goal, etc.).

**Response:**

**3. Implementation Financial Benefit Worksheet**

A. Total One Year Pre-Project cost (Section III D1):	\$	
B. Total One Year Post-Project cost (Section III D2):	\$	
C. State Government Benefit (= A-B):		\$
D. One Year Citizen Benefit (Section III D3):		\$
E. Opportunity Value or Risk/Loss Avoidance Benefit (Section III D4):		\$
F. Total Design Benefit (C+D+E)	\$	
G. Annual Prorated Cost (From Budget Table, Section IV C):	\$	
Benefit / Cost Ratio: (F/G) =		
Return On Investment (ROI): ((F-G) / Requested Project Funds) * 100		

**[This section to be scored by application evaluator.]**

**Implementation Financial Evaluation (15 Points Maximum)**

- The financial analysis contains several questionable entries and provides minimal financial benefit to citizens (0-5 points).
- The financial analysis seems reasonable with few questionable entries and provides a moderate financial benefit to citizens (6-10 points).
- The financial analysis seems reasonable with no problem areas and provides maximum financial benefit to citizens (11-15).



## Part V – Auditable Outcome Measures

For each of the following categories, list the auditable metrics for success after implementation and identify how they will be measured.

**1. Improved customer service**

**Response:**

**2. Citizen impact**

**Response:**

**3. Cost Savings**

**Response:**

**4. Project reengineering**

**Response:**

**5. Source of funds (Budget %)**

**Response:**

**6. Tangible/Intangible benefits**

**Response:**

# Evaluation Summary

*[This section to be completed by application evaluator.]*

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## Design Phase:

Requirements/Compliance Evaluation (15 Points Maximum)	<input type="checkbox"/>
Impact Evaluation (15 Points Maximum)	<input type="checkbox"/>
Customer Service Evaluation (10 Points Maximum)	<input type="checkbox"/>
Scope Evaluation (10 Points Maximum)	<input type="checkbox"/>
Funds Evaluation (5 Points Maximum)	<input type="checkbox"/>
Reengineering Evaluation (10 Points Maximum)	<input type="checkbox"/>
Design Timeline Evaluation (10 Points Maximum)	<input type="checkbox"/>
Design Financial Evaluation (15 Points Maximum)	<input type="checkbox"/>
<b><u>TOTAL DESIGN EVALUATION</u></b> (90 Points Maximum)	<input type="checkbox"/>

## Implementation Phase:

Implementation Timeline Evaluation (10Points Maximum)	<input type="checkbox"/>
Implementation Financial Evaluation (15 Points Maximum)	<input type="checkbox"/>
Implementation Funding Evaluation (10 Points Maximum)	<input type="checkbox"/>
<b><u>TOTAL IMPLEMENTATION EVALUATION</u></b> (35 Points Maximum)	<input type="checkbox"/>